Practical Project - Iteration 3

Group Meeting Report

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| Notice of Meeting and Agenda | Oct 213:50PMShaoxing Zhejiang |

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| Sponsor: | Noor Alani | Name of Group: | Group 34 |
| Group Lead: | Daxin Huang | Note taker: | Jiajun Du |
| **Attendees:** | Shuhua Yu, Lei Xiao , Jiajun Du | | |
| **Absent:** | Nobody | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** | 1. Create a Group Repository on GitHub calls it 'Group x - 2021', replace x with your group number 2. Download the [Risk register template](https://zyu.eit.ac.nz/mod/resource/view.php?id=1540) and complete it 3. Download the usability testing template and complete it | | |

# Minutes

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| Agenda Item 1: | Create a Group Repository on GitHub calls it 'Group x - 2021', replace x with your group number | Presenter: | Daxin Huang |

#### Discussion:

Other members give their ID to Daxin Huang

#### Conclusions:

Everyone is in the group

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Let all members in the group | Daxin Huang | Thursday, 21 October 2021, 4:20 PM |

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| Agenda Item 2: | Download the [Risk register template](https://zyu.eit.ac.nz/mod/resource/view.php?id=1540) and complete it | Presenter: | Jiajun Du ,Daxin Huang |

#### Discussion:

We talked about what should we fill in and use the method of division of labor.

#### Conclusions:

We finished the work fluentlly

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * The blank filling | Jiajun Du | Friday, 29 October 2021, 8:26 PM |
| * Format conversion and submission | Daxin Huang | Friday, 29 October 2021, 8:36 PM |

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| Agenda Item 3: | Download the usability testing template and complete it | Presenter: | Jiajun Du , Lei Xiao |

#### Discussion:

We use the method of division of labor and start finish the form immediately.

#### Conclusions:

We finished the form in a quick way .

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * The blank filling | Jiajun Du | Wednesday, 10 November 2021, 8:28 PM |
| * Format conversion and submission | Lei Xiao | Wednesday, 10 November 2021, 10:41 PM |

# Other Information

#### Resources:

The websites and other partners’ help.

#### Date of next meeting:

November 9